

# Michigan Department of Education Child and Adult Care Food Program (CACFP)

## How to Apply – Centers

The application for the Child and Adult Care Food Program (CACFP) for child care centers and sponsors of centers is a web-based application.

### Step 1 Register with the Contract and Payment Express (C&PE).

Registering with the Office of the State Budget is required to receive payment from the State of Michigan. If your institution is already registered with the C&PE go to Step 2.

- Go to [www.michigan.gov/cpexpress](http://www.michigan.gov/cpexpress) on the Internet
- Click on Go to C&P Express
- Click on the New User button to register

The screenshot shows the Michigan Office of the State Budget website. The header includes the Michigan State Seal, the text "Office of the State Budget", and the "Michigan.gov" logo. A navigation bar contains links like "Michigan.gov Home", "Budget Home", and a search box. A left sidebar lists various budget-related links. The main content area is titled "Welcome to Contract & Payment Express (C&PE)". A large blue arrow with the text "Click on Go to C&P Express" points to a green button labeled "Go to C&P Express". Below this, there is a "WHAT'S NEW" section with a bullet point about direct deposit changes starting April 20, 2009. At the bottom, there is a link for "C&PE Pre-Registration Overview Training" with a note suggesting it for first-time registrants.

Office of the State Budget

Michigan.gov

Office of Financial Management

Office Responsibilities

Financial Reports

Vendor Information/Forms

Executive Budget

Budget Process

News & Publications

Financial Reports

Office of Internal Audit Services

Inside the State Budget Office

Contract & Payment Express

Vendor & Payee Registration

Welcome to Contract & Payment Express (C&PE)

Go to C&P Express

Click on Go to C&P Express

Beginning April 20, 2009, State of Michigan payees will be able to direct deposit payments into multiple bank accounts and the direct deposit (EFT) sign up process will become completely paperless.

Currently, payees are limited to one bank account per State Vendor File record. Beginning April 20, payees will be able to assign a different bank account to each mailing address on their State Vendor File record. In addition, with the exception of bank accounts that require multiple signatures for withdrawals, payees will no longer be required to mail or fax signed EFT authorization forms to us. The direct deposit sign up process will be entirely electronic.

For more details regarding these and other upcoming changes, watch for our new web tutorial available on this website starting April 10, 2009.

C&PE Pre-Registration Overview Training

Suggested for those registering for the first time

## Step 2 Create Agency Profile in Education Entity Master (EEM).

Creating a profile in EEM is required in order to access Michigan Department of Education (MDE) web-based applications. This step is necessary to:

- Generate your agency entity number/agreement number
- Grant users access to EEM

A five page manual provides directions for creating your agency profile. If your agency already has a profile, go to Step 3.

- Go to [www.michigan.gov/cacfp](http://www.michigan.gov/cacfp) on the Internet
- Scroll down to How To Apply
- Click on Create Agency Profile in EEM
- Print manual for easy reference

### What's New

- [Fiscal Year 2009 School Data for Family Day Care Home FDCH Tiering](#) [XLS](#)
- [Fiscal Year 2009 School Data for Family Day Care Home \(FDCH\) Tiering](#) [PDF](#)
- [CACFP Staff Directory](#) [PDF](#)

### Program Information

- [Child Care Centers](#)
- [At-Risk Afterschool Snacks and Suppers](#)
- [Emergency Shelters](#)
- [Family Day Care Home Sponsors](#) [DOC](#)

### FAQs

- [What are frequently asked questions related to centers?](#)
- [What are frequently asked questions related to day care homes?](#)
- [What are frequently asked questions related to at-risk afterschool snack/suppers?](#) [DOC](#)
- [What are the meal pattern requirements?](#) [DOC](#)
- [What are the infant meal pattern requirements?](#) [DOC](#)
- [What are the current reimbursement rates for centers?](#) [DOC](#)
- [What are the reimbursement rates for day care homes?](#) [DOC](#)
- [What are the reimbursement rates for sponsors of day care homes?](#) [DOC](#)

### How to Apply

- [How to Apply - Centers](#) [DOC](#)
- [Create Agency Profile in EEM](#)
- [View Sample Application](#) [DOC](#)



**Create Agency  
Profile in EEM**

### Step 3 Create a Michigan Education Information System (MEIS) account number.

An MEIS account is required to access Michigan Department of Education (MDE) web-based applications. If you already have an MEIS account number go to Step 4.

- Go to [www.michigan.gov/meis](http://www.michigan.gov/meis) on the Internet
- Under Authorization Information click on Create an MEIS Account
- Create your MEIS account number
- Print or write down the MEIS account number, login and password

The screenshot shows the Michigan Department of Education (MDE) website. The header includes the MDE logo and the Michigan.gov logo. The navigation bar contains links for MDE Home, Site Map, FAQ, Contact MDE, Keywords, and Online Services. The main content area is titled "MEIS User Management v1.4" and includes a section for "MEIS Data Submission Applications". A blue arrow points to the "Create an MEIS Account" link under the "Authorization Information" section.

**Department of Education**

**Michigan.gov**  
An Official State of Michigan Web Site

MDE Home | Site Map | FAQ | Contact MDE | Keywords | Online Services

Printer Friendly | Text Version | Email Page | A- A+ Text Size

**Welcome**

**MEIS User Management v1.4**

**MEIS** MICHIGAN EDUCATION INFORMATION SYSTEM

To use any of the MEIS applications below you must have a MEIS account. To request to obtain, verify or remove a MEIS account, click on the MEIS logo (to the left). Please use the "Jump to Category" drop down (or scroll down) to locate and open your application.

Jump to a category...

**MEIS Data Submission Applications**

**Authorization Information**

- [Create an MEIS Account](#)
- [Verifying Your MEIS Authorization](#)
- [MEIS Authorized User Removal](#)

**Adequate Yearly Progress and Education YES**

- [Michigan School Report Card](#)  
The Michigan School Report Card is designed to provide parents, teachers, school administrators and the general public with a comprehensive view of school performance and student achievement.
- [AYP Security Agreement](#) PDF

**Annual Vocational Authorization Application**

- [Annual Vocational Authorization Application](#)
- [Online Annual Vocational Authorization Security Agreement](#) PDF

**Child Nutrition Programs (CNP)**

- **Program Applications**
  - [Child Nutrition Application Program \(CNAP\)](#)
- **Claim Forms**
  - [Child and Adult Care Food Program \(CACFP\) SM 4212 C](#)

**Departments/Agencies**

**Online Services**

**Surveys**

**RSS Feeds**

**MDE Quick Links**

- [HS Requirements FAQ](#) PDF
- [ISD Financial Reports](#)
- [Notices & Public Comments](#)
- [Directory of Schools](#)
- [No Child Left Behind](#)
- [State Tech Plan - 2006](#) PDF
- [Recognition Programs](#)
- [Troops to Teachers](#)
- [School Finance & Law](#)
- [E-Rate: Service Fund](#)

**Share Your Thoughts**

**Superintendent's Podcast**



## Step 4 Complete and submit a Child Nutrition Security Agreement.

The security agreement is required to gain access to the CACFP application.

- Go to [www.michigan.gov/meis](http://www.michigan.gov/meis) on the Internet
- Under Child Nutrition Programs click on Child Nutrition Program Security Agreement
- Print a copy of the Security Agreement
- Complete the agreement and fax to Ruby Zavala at 517-373-4022
- Wait 24 – 48 hours to allow time to process the agreement

**MEIS User Management v1.4**

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- **Claim Forms**
  - [Child and Adult Care Food Program \(CACFP\) - SM-4213-C](#)
  - [Schools Meals Program - SM-4012-SL](#)
  - [Summer Camp Special Milk Program - SM-4012-SC](#)
  - [Summer Food Service Program \(SFSP\) - SM-4012-SF](#)
  - [Child and Adult Care Food Program \(CACFP\) - FDCHClaims](#)
- [Year End Report School Meals Program - SM-4012-A/R](#)
- [LEARS-Verification Summary Report](#)
- [Child Nutrition Program Security Agreement](#) PDF

**Cash Management System (CMS)**

- [CMS PowerPoint Presentation](#) PDF
- [Cash Management System \(CMS\)](#)
- [CMS Training Sessions](#)

**Credential Data eXchange (CDX)**

**Surveys**

**RSS Feeds**

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- [E-Rate: Service Fund](#)

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**Superintendent's Podcast**

**Click on Child Nutrition Program Security Agreement**

## Step 5 Complete the CACFP Application.

- Go to [www.michigan.gov/meis](http://www.michigan.gov/meis) on the Internet
- Click on the Child Nutrition Application Program (CNAP) link

> Archive: Active/Historical Grant Programs

> Other Federal and Private Grant Sources

> Michigan Electronic Grant System (MEGS)

> MEIS (Michigan Education Information System)

State Board of Education

Offices

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School Administration

Parents & Family

School Assessment and Accountability

welcome

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[Superintendent's Podcast](#) 



Click on Child Nutrition Application Program

## Step 5 Complete the CACFP Application (con't).

- Enter your login and password
- Select the fiscal year for the application under Start an Application
- Click on Help on the Main Menu for instructions on how to complete the application
- Complete and submit the application



Child Nutrition Application Program

CNAP: Child Nutrition Application Program

The CNAP website has moved. Please delete all old bookmarks. You are requested to bookmark "[www.michigan.gov/meis](http://www.michigan.gov/meis)" page.

Welcome!

The Child Nutrition Application Program, (CNAP), developed by the Michigan Department of Education, Grant Coordination & Administration, is available for the School Meals Program, Child and Adult Care Food Program, Summer Food Service Program and Summer Care-in-Place Program. CNAP is designed for submission of new applications or to renew and update currently existing applications.

For information on programs or if you need access, click the links below.

- [CNAP Quick Guide](#)
- [Security Access Form](#)
- [Program Information](#)
- [Access to CNAP via MEIS](#)
- [MAIN-How to Receive Payments from the State of Michigan](#)
- [CNAP Manuals and Training Documents](#)

Login:

Password:

Login

[Forgot your password?](#)

**School Meals Program:**

Phone: (517) 373-3347

[MDE-CNAP-SchoolMeals@michigan.gov](mailto:MDE-CNAP-SchoolMeals@michigan.gov)

**Child and Adult Care Food Program:**

Phone: (517) 373-7391

[MDE-CNAP-CACFP@michigan.gov](mailto:MDE-CNAP-CACFP@michigan.gov)

**Family Day Care Homes Program:**

Phone: (517) 373-7391

[MDE-CNAP-CACFP@michigan.gov](mailto:MDE-CNAP-CACFP@michigan.gov)

**Summer Food Service Program:**

Phone: (517) 373-3347

[MDE-CNAP-SFSP@michigan.gov](mailto:MDE-CNAP-SFSP@michigan.gov)

### Approval and Record Keeping

Upon approval MDE will send a message via e-mail and an approval letter. A member of our staff will contact you to schedule on-site training. The actual date to begin claiming reimbursement for meals will be determined at this training.

Start keeping records to support meal reimbursement such as:

- Menus
- Meal attendance
- Receipts and invoices for food and food service supplies
- Income Eligibility Statements, if applicable

Record keeping forms are available on the Internet at [www.michigan.gov/cacfp](http://www.michigan.gov/cacfp). Scroll down to Forms and Instructions and click on Independent Centers and Sponsors of Centers.

### Questions?

Contact the CACFP by phone at (517) 373-7391 or e-mail at [MDE-CNAP-CACFP@michigan.gov](mailto:MDE-CNAP-CACFP@michigan.gov)